

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Consumer Protection Division Intermittent File Clerk

ESSENTIAL DUTIES and RESPONSIBILITIES

- Serve as the Public Records/State Archive Coordinator for all sections of Consumer Protection Division (Consumer and Licensing Enforcement).
- Maintain constant organization of 12,000 new files each year in addition to the previous year's files in numerical order.
- Prepare and inventory all boxes of files for public record storage.
- Input data into Time Matters to indicate exact location in storage.
- Point person for retrieving from public record storage.
- Responsible for tracking retrieved files and returning to public record storage.
- File papers in closed cases still in office.
- Scan loose documents into Time Matters once the file has been archived.
- Coordinate the pickup schedule of boxes for storage with outside agency.
- Track files with IN and OUT cards
- Contact person for consumers who receive our "No Jurisdiction" letter
- Serve as back up for phone staff.
- All other duties as assigned.

QUALIFICATIONS

- High School diploma or equivalent.
- Computer experience to include Excel, Microsoft Word and data entry skills.
- Excellent organizational skills.
- Ability to organize numerically and alphabetically.
- Self-starter able to work independently and accurately.
- Able to track and meet deadlines.
- Able to lift 25 pounds.
- Good verbal communication with internal and external customers.